

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0109

Schedule Status Approved

Agency or Establishment Forest Service

Record Group / Scheduling Group Records of the Forest Service

Records Schedule applies to Agency-wide

Schedule Subject Travel Planning

Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0109

Sequence Number	
1	Travel Planning Analysis Disposition Authority Number: DAA-0095-2018-0109-0001
2	Travel Planning General Administrative Records Disposition Authority Number: DAA-0095-2018-0109-0002

Records Schedule Items

Sequence Number						
1	Travel Planning Analysis					
	Disposition Authority Number	DAA-0095-2018-0109-0001				
	Records include: •Case studies pertaining to area or project planning prior to or not related to the development of a project; and •Forest Development transportation plans and documents related to a larger than project scale Travel Analysis					
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1"> <thead> <tr> <th data-bbox="338 946 941 1000">Manual Citation</th> <th data-bbox="941 946 1547 1000">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="338 1000 941 1095">FSH 6209.11, Chapter 40, Filecode 7710</td> <td data-bbox="941 1000 1547 1095">Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 7710	Forest Service Records Management Handbook
Manual Citation	Manual Title					
FSH 6209.11, Chapter 40, Filecode 7710	Forest Service Records Management Handbook					
	GRS or Superseded Authority Citation	N1-95-10-10, item 208 N1-95-10-10, item 209				
	Disposition Instruction					
	Cutoff Instruction	End of fiscal year in which the currently approved plan is discontinued or records no longer needed for administrative use				
	Retention Period	Destroy 10 year(s) after cutoff				
	Additional Information					
	GAO Approval	Not Required				
2	Travel Planning General Administrative Records					
	Disposition Authority Number	DAA-0095-2018-0109-0002				
	Records, including correspondence, pertaining to: •General records not associated with a specific project or case file, pertaining to roads, trails, highways, airfields, other facilities, and traffic-control systems. •Planning for air, water, and other alternative transportation systems.					
	Final Disposition	Temporary				

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
FSH 6209.11, Chapter 40, Filecode 7710	Forest Service Records Management Handbook

GRS or Superseded Authority Citation **N1-95-10-8, item 28
N1-95-10-10, item 207**

Disposition Instruction

Cutoff Instruction **end of fiscal year**

Retention Period **Destroy 10 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
04/17/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
08/20/2018	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
10/01/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
10/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/03/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist